

U.S. Department of State

Program Office: Office to Monitor and Combat Trafficking in Persons, International Programs
Opportunity Title: Research on Trafficking in Persons in Supply Chains in Sub-Saharan Africa
Announcement Type: Request for Full Proposals
Funding Opportunity: AT-ATC-14-009
Deadline for Applications: Wednesday, August 27, 2014, 5:00 p.m.

EXECUTIVE SUMMARY:

The Department of State's Office to Monitor and Combat Trafficking in Persons (TIP Office) is announcing an open competition for funding of one or more projects to answer the following research question: *How do supply chains that touch sub-Saharan Africa operate and intersect with trafficking in persons, and prevent trafficking in sub-Saharan Africa?* Using the results of this research question, the successful applicant will develop a highly detailed typology across sectors, commodities, regions or other subdivisions that become apparent during the research. The goal of the research is to enable governments and businesses to identify risks and best practices of programs, policies, and laws to combat those risks. It is anticipated that the successful applicant will employ an interdisciplinary team and work with organizations with expertise in a variety of perspectives.

U.S.-based and foreign non-profit organizations, for-profit organizations, non-governmental organizations (NGOs), public international organizations (PIOs), and institutions of higher education are eligible to apply. For-profit organizations will not be allowed to generate a profit from grant-funded activities.

Pending the availability of appropriated funds, the TIP Office anticipates awarding one or more grants or cooperative agreements with funding amount(s) up to \$500,000 and project period(s) of 12-36 months to successful applicant(s). All proposals must be submitted via www.grantsolutions.gov OR www.grants.gov by 5:00 p.m. Eastern Daylight Time (EDT) on Wednesday, August 27, 2014 to be eligible for consideration.

BACKGROUND

The Trafficking Victims Protection Act of 2000 (Div. A, P.L. 106-386), as amended (TVPA), authorized the establishment of the TIP Office in the U.S. Department of State. The TIP Office leads the United States' global engagement on the fight against human trafficking and seeks **partnerships** with foreign governments, civil society, and multilateral organizations to combat modern slavery utilizing the "3 Ps" strategy: **preventing** trafficking in persons, **protecting** and assisting trafficking victims, and **prosecuting** traffickers. Through targeted foreign assistance, the TIP Office funds programs that address human trafficking, the act of obtaining or maintaining another person in compelled service. This includes sex trafficking, child sex trafficking, forced labor, bonded labor, domestic servitude, forced child labor, and the unlawful recruitment and use of child soldiers.

The TVPA requires that the Department of State submit an annual assessment of governments' efforts to address trafficking in persons. The *Trafficking in Persons (TIP) Report*, published annually in June, is an important diplomatic tool in the Department's dialogue with other governments and also serves as a guide for the allocation of U.S. foreign assistance resources. The 2014 *TIP Report*, available at <http://www.state.gov/j/tip/rls/tiprpt/2014/>, includes tier rankings and country-specific recommendations for 188 countries and territories. Information on the U.S. government's international anti-trafficking efforts to combat human trafficking is available at <http://www.state.gov/j/tip/response/index.htm>. A list of programs recently funded by the TIP Office is available at: <http://www.state.gov/j/tip/intprog/index.htm>.

Not enough is known about trafficking in persons in supply chains and how best to prevent it. (See glossary below for definition of supply chains.) This cutting edge research will provide a solid foundation for governments and businesses.

GRANT COMPETITION OVERVIEW

This solicitation announces an open competition for funding of one or more projects to answer the following research question: *How do supply chains that touch sub-Saharan Africa operate and intersect with trafficking in persons and prevent trafficking in sub-Saharan Africa?* Using the results of this research question, the successful applicant will develop a highly detailed typology across sectors, commodities, regions, or other subdivisions that become apparent during the research. The goal of the research is to enable governments and businesses to identify risks and best practices of programs, policies, and laws to combat those risks. It is anticipated that the successful applicant will employ an interdisciplinary team and work with organizations with expertise in a variety of perspectives.

The typology might include answers to the following sampling of questions: *How do global supply chains link to and operate in Africa? Where do trafficking abuses occur and what efforts are being made to address such issues and to protect victims? Where does trafficking in persons in sub-Saharan Africa intersect with internal, regional, and global supply chains? What are the most prevalent types of supply chains in sub-Saharan Africa? Where are the points of vulnerability most susceptible to trafficking in persons? What is the scope of trafficking in supply chains in each industry? What government actions have been taken to address trafficking vulnerabilities in supply chains, both within sub-Saharan African and in countries from which the businesses originate? Where were they effective? Where is there government interest in partnering with companies to address trafficking in supply chains? How are companies currently investing in or interested in investing in the region addressing the potential for trafficking in their supply chains? What companies (or kinds of companies) source from these particular supply chains? What are the distinct products extracted and produced as part of these chains? What are these goods and/or services used for and where do they go? What laws, regulatory structures, and/or existing practices would be most useful in combating this crime? Where trafficking is present, what measures could be taken to reduce the incidence?*

The research proposal should discuss how the organization will develop the typology along the lines of sectors, commodities, regions, or other subdivisions that become apparent during the research. The deliverable will

be a fully developed typology, with each sub-category or cluster within the typology in narrative detail, discussing the nuances within each cluster.

This solicitation announces the grant or cooperative agreement competition for research in sub-Saharan Africa. Following a technical review of the minimum requirements for consideration, proposals will be reviewed for consideration for funding by a panel of experts with human trafficking programming and regional expertise. Proposals that are reviewed favorably by the panel will be presented to the Office Director with a funding recommendation.

The regional trends and country-specific information listed in the narratives of the 2014 *TIP Report* will be useful information in the typology development. The *TIP Report* can be found at <http://www.state.gov/j/tip/rls/tiprpt/2014/>.

Pending the availability of appropriated funds, the TIP Office anticipates awarding one or more grants or cooperative agreements with funding amount(s) up to \$500,000 and project period(s) of 12-36 months to successful applicant(s).

APPLICANT/ORGANIZATION CRITERIA

U.S.-based and foreign non-profit organizations, for-profit organizations, NGOs, PIOs, and institutions of higher education are eligible to apply. For-profit organizations will not be allowed to generate a profit from grant-funded activities. Foreign governments are not eligible to apply.

Applicants are reminded to tailor their application to their organization's particular strengths and regional experience.

Applicants are reminded to discuss in detail the methods they will employ to collect sector and commodity data from the region, key businesses, and governmental agencies.

REQUIREMENTS FOR SUBMISSION OF FULL PROPOSALS

To be considered for funding, proposals must be submitted by Thursday, August 27, 2014 at 5:00 p.m. EDT. All proposal information is required to be in the English language and written using Times New Roman or Arial 12-point font, unless otherwise noted in this announcement, and written in U.S. dollars.

Proposals must include Sections 1 through 8 in the order listed below.

Required Sections – Overview

Section 1 Online Forms/Standard Forms

Section 2 Project Narrative

-Please use MS Word Document (No PDF files)

-Must Not Exceed 10 Pages

Section 3 Logic Model

-Please use MS Word Document or MS Excel 97-2003 (No PDF files)

Section 4 Timeline

-Please use MS Word Document or MS Excel 97-2003 (No PDF files)

Section 5 Summary Budget, Line-Item Budget, and Budget Narrative

-Please use MS Word Document or MS Excel 97-2003 (No PDF files)

-Must Not Exceed 7 Pages

Section 6 NICRA Agreement **Required only if applicable*

Section 7 Resumes and Qualifications of Key Positions

Section 8 Letters of Intent to Cooperate in Partnership **Required only if applicable*

Required Sections

Section 1 – Online Forms: Standard Forms 424, 424A, and 424B

Complete the SF-424, SF-424A, and SF-424B forms as described in the instructions provided through www.grantsolutions.gov or www.grants.gov.

In addition, the following specific information may be helpful when completing the fields of the SF-424.

SF-424 – Complete all fields except fields noted as “Leave Blank” below.

1. Type of Submission: Application
2. Type of Application: New
3. Date Received: Leave blank. This will automatically be assigned
4. Applicant Identifier: Leave blank
- 5a. Federal Entity Identifier: Leave blank
- 5b. Federal Award Identifier: Leave blank
6. Date Received by State: Leave blank. This will automatically be assigned
7. State Application Identified: Leave blank. This will automatically be assigned
- 8a. Enter the legal name of the applicant organization. Do NOT list abbreviations or acronyms unless they are part of the organization’s legal name.
- 8b. Employer/Taxpayer ID Number: Non-U.S. organizations enter 44-4444444
- 8c. Organizational DUNS: Applicants can request a DUNS number at <http://fedgov.dnb.com/webform>
- 8d. Enter the full address of the applicant
- 8e. Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the assistance activity, if applicable
- 8f. Enter the name, title, organization, and contact information of person to be contacted on matters involving this application
9. Select an applicant type (type of organization)
10. Enter: Office to Monitor and Combat Trafficking in Persons
11. Enter: 19.019
12. Enter the Funding Opportunity Number and Title. This number will already be entered on electronic applications.
13. Enter the Competition Identification Number and title. This number will already be entered on electronic applications.
14. Areas Affected by Project: Leave blank.
15. Enter the title of the proposed project (if necessary, delete pre-printed wording)
- 16a. U.S.-based organizations should enter the congressional district of the applicant. Foreign organizations should enter 00 in the same space.
- 16b. Leave blank
17. Enter a start date of September 30, 2014 and a projected end date
18. Enter the amount requested for the project under “Federal”

- (18a); enter any cost-share under “Applicant” (18b).
19. Enter “c”
 20. Select the appropriate box. Applicants who answer “yes” to this question will be required to provide an explanation.
 21. Enter the name, title, and contact information of the individual authorized to sign for the application.

SF-424A – This form is often described by applicants as confusing. Please review the detailed instructions below BEFORE completing this form online.

Section A - Budget Summary- Complete Row 1

- 1a. Enter: “Anti-Trafficking Program”
- 1b. Enter: “19.019”
- 1c-d. Leave these fields blank
- 1e. Enter the amount of federal funds you are requesting for this project
- 1f. Enter the amount of any other funds you will receive towards this project. Do not enter funds you receive for other projects.
- 1g. Enter the total cost of this project

Rows 2, 3, and 4 leave blank

Section B - Budget Categories – Enter total project costs in each category in Column 1 as described below. In Column 5 the form should automatically show the sum. Columns 2, 3, and 4 leave blank.

- 6a-h. Enter the amount for each object class category (Include cost sharing).
- 6i. Enter the sum of 6a-6h
- 6j. Enter any indirect charges
- 6k. Enter the sum of 6i and 6j
7. Enter any program income that will be earned as a result of the project. If there is none leave this section blank.

Section C - Non-Federal Resources (Only complete this section if your project includes an applicant cost share or funds from other sources for this project)

- 8a. Under Grant Program enter: “Anti-Trafficking Program”
- 8b. Enter your cost share amount
- 8c. Enter the amount of any other funding sources for this project

8d. Leave blank

8g. Total amount for all non-federal resources (the form should automatically show this sum)

Rows 9, 10, and 11 leave blank

Section D - Forecasted Cash Needs

13. In the first column enter the total amount of federal funds requested for the project. [Forecasted cash needs by quarter will automatically populate.]

14. In the first column enter the total amount of non-federal funds you expect to expend during the project. Forecasted cash needs by quarter will automatically populate.

15. In the first column is the sum of 13 and 14 (the form should automatically show this sum). [Forecasted cash needs by quarter will automatically populate.]

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project

16a. Under Grant Program enter: “Anti-Trafficking Program”

16b. Enter the amount of federal funds you expect to expend in year one of the project

16c. Enter the amount of federal funds you expect to expend in year two of the project (if applicable).

16d. Enter the amount of federal funds you expect to expend in year three of the project (if applicable).

16e. Leave blank

Rows 17, 18, 19 Leave blank

20. Total amount for each year (The form should automatically show this sum).

Section F - Other Budget Information

21. Direct Charges – **Leave Blank**

22. Enter: Indirect Charges – If Indirect Charges are shown in Section B 6, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed).

23. Enter any comments

SF-424B

This form must be signed online electronically in the www.grantsolutions.gov or grants.gov system.

Section 2 – Project Narrative – Must Not Exceed 10 Pages

A. Key Information and Brief Project Summary

The project narrative must list the following information at the beginning of the proposal narrative:

- Category: research,
- Project title,
- Name of applicant organization,
- Name of point of contact for the application, and
- Email address for the point of contact.

This information should be followed by a brief summary of the project that does not exceed 250 words and includes a discussion of the overall goal, activities, and expected results of the proposed research.

B. Research Statement

The research statement should include a statement of the problem and briefly describe the applicant's planned research methods. It should contain a review of the existing literature related to the research question.

C. Research Goal, Objectives, and Implementation Plan

The goal of this research project is to develop a detailed typology of supply chain issues in sub-Saharan Africa. Applicants should specify objectives that address the goal (see Logic Model Template). The implementation plan should detail the activities to be undertaken to achieve the objectives, including a general timeline summary. Attach a detailed timeline (see Timeline Template) for completion of project activities. Be specific about when tasks will start and end. Avoid indicating that all activities will be conducted simultaneously throughout the award period. The proposed objectives should be clearly linked to the intended achievement of measurable and specific outcomes. Applicants should specify the performance benchmarks, or indicators, that will be used to assess performance.

D. Methods and Design

The proposal should include a detailed discussion of the research design and methods that will be used to develop the typology. This section should describe the type of data and how the data will be collected and analyzed to arrive at a rigorous typology that enables governments and businesses to

identify risks and best practices to combat those risks. It is anticipated that the successful applicant will employ an interdisciplinary team and work with organizations with expertise in a variety of perspectives.

E. Organizational Capability and Experiences:

Applications should include a clear description of the applicant's previous research experience in the field of human trafficking and supply chains. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the stated goal and objectives. The experience and expertise of key project personnel should be discussed as it relates to likely attainment of the research goal. Finally, this section should discuss the applicant's experience working with governments, civil society and PIO partners in sub-Saharan Africa, and staff capacity in sub-Saharan African languages.

Section 3 – Logic Model

Applicants must provide, as a separate attachment, a logic model in a font no smaller than 10 point to demonstrate the relationship of your objectives to achieving the goal and the performance measurement indicators for any outputs or outcomes of the objectives. Targets for each indicator should be specified. A recommended format is included as a sample in the application kit. If chosen for award, this will be used to measure performance. Applicants are reminded to be realistic in their choice of measures.

Section 4 – Timeline

Applicants must provide, as a separate attachment, a timeline in the form of a Gantt chart in a font no smaller than 10 point to demonstrate the relationship between planned objectives and timely implementation. A recommended template is included in the application kit.

If applicants should choose to use the attached template, adjustments may need to be made in order to tailor the listed duration and number of listed objectives to match those of proposed projects:

- To expand or reduce the size of the chart (in order to add or reduce the number of tasks listed), applicants may double-click on the chart, prompting a blue outline to appear around the table to the right. Expand or reduce the area of cells included in the table by moving the blue line.
- Applicants should rename "Task 1," "Task 2," etc. as needed to match the proposed project objectives.

- Applicants should fill in the proposed start dates for each task in Column B, and update the numbers in Columns C and D to reflect the number of days which have passed and the number of days which remain for the task to be completed.

Section 5 – Summary Budget, Line-Item Budget and Budget Narrative – Must Not Exceed Seven Pages

The budget must specify the total amount of funding requested, must be in U.S. dollars, and must be presented in three formats described in detail below: the Budget Summary, the Line-Item Budget and the Budget Narrative. Applicants should provide a multi-year budget for projects lasting between 12 and 36 months.

A. Budget Summary by Project Year

Provide a summary budget showing totals for the categories listed below for the entirety of the project. Please see below for a sample template:

Budget Summary Categories	Total
1. Personnel	
2. Fringe Benefits	
3. Travel	
4. Equipment	
5. Supplies	
6. Contractual	
7. Construction	
8. Other Direct Costs	
9. Total Direct Costs (lines 1-8)	
10. Indirect Costs	
11. Total Costs (lines 9-10)	

B. Line-Item Budget

A breakdown or spreadsheet showing costs **for the entirety of the project** in each of the budget categories listed below, with detailed calculations showing estimation methods, quantities, unit costs, and other similar detail. The budget spreadsheet may be presented in a font smaller than 12 point; but

must not be smaller than 8 point font. Any cost-share presented must be broken down according to line-items.

Personnel - For each staff person, provide information such as job title, time commitment to the project as a percentage of full-time equivalent, annual salary (or wage rate), and salary from grant funds.

Fringe Benefits - Provide a breakdown of the amounts and percentages that comprise fringe benefit costs for employees, including health insurance, FICA, retirement insurance, and taxes. State fringe benefit costs separately from salary costs and explain how benefits are computed for each category of employee.

Travel - Identify staff and participant travel, including international airfare, in-country travel, domestic travel in the United States, and *per diem*/maintenance (includes lodging, meals, and incidentals for both participant and staff travel). Please note that rates of maximum allowance for U.S. and foreign travel are available at www.fedtravel.com. *Per diem* rates may not exceed the published U.S. government allowance rates, but applicants have the option of using lower *per diem* rates.

Equipment - For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, and the total cost. Equipment is defined as tangible property having a useful life of more than one year, and an acquisition cost of \$5,000 or more per item.

Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for photocopying, postage, telephone/fax, printing, and office supplies.

Contractual - Provide the costs of all contracts for services and goods, except for those that belong under other categories (such as equipment, supplies, construction, etc.). For each sub-grant/contract, provide a detailed line-item breakdown explaining specific costs and services. If consultants will be used in the grant, provide all costs related to their activities, including travel and *per diem* costs.

Other Direct Costs - (These will vary depending on the nature of the grant.) Provide computations for all other costs. These costs, where applicable and

appropriate, may include but are not limited to insurance, food, professional services, space and equipment rentals, stipends, telephone and electricity.

Indirect Charges - Indirect costs are costs which have been incurred for common or joint objectives of an organization and cannot be readily identified with a particular cost objective. These costs are determined by the recipient's accounting system's definition. Generally, a negotiated indirect cost rate agreement (NICRA) is not warranted unless an organization has many U.S. government awards at one time. Therefore, whether an organization has a NICRA or not, it is not viewed as detrimental.

C. Budget Narrative

A brief explanation of each line-item that justifies identified costs. The narrative should focus on costs in year 1. The budget narrative must be presented in 12 point font.

Personnel - Identify staffing requirements by each position title with a brief description of duties, including work locations, and other justifications for these costs as they relate to the project.

Fringe Benefits - Provide an explanation of fringe costs and how they are calculated.

Travel - Provide a description of travel costs, including the purpose of the travel and how the travel relates to the project.

Equipment - Provide justification for any planned equipment purchase/rental for the project. Note that equipment is defined as tangible property having a useful life of more than one year, and an acquisition cost of \$5,000 or more.

Supplies - Specifically describe general categories of supplies and their direct use for the project.

Contractual - Describe each contractual or consultant cost, and outline the necessity of each for the project.

Other Direct Costs - Provide a narrative description and a justification for each cost under this category and describe how the costs specifically relate to this project.

Indirect Charges – Describe the cost rate used to calculate indirect charges.

Section 6- NICRA

**Required only if applicable.* Submit a copy of the current NICRA between your organization and the relevant U.S. government agency. Indicate the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed). Copy of NICRA will not be counted in page limit.

Section 7–Resumes or Qualifications for Key Positions

Applicants must submit resumes for key project staff already identified and committed to the project. If key staff are not yet identified, a brief description of the required qualifications and key responsibilities for the position will be accepted. Key staff is defined as the individual position(s) necessary to complete the project, such as the program director.

Section 8 – Letters of Intent to Cooperate in Partnership

The TIP Office recommends that you engage anti-trafficking partners to strengthen your proposal and/or proposed activities. If the proposed project includes one or more partnerships among NGOs, universities, government agencies, or others, applicants should submit letters of intent to cooperate in English from the entity or entities that indicate their willingness to form a partnership for the purposes of the project. This is particularly important with respect to proposals that include significant partnership with one or more government institutions.

CRITERIA FOR EVALUATION OF FULL PROPOSALS

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria:

Research Statement (Understanding of the Problem and its Importance)

1. Demonstrated understanding of the problem.
2. Demonstrated awareness of the state of current research.

Research Goal, Objectives, and Implementation Plan (Quality and Technical Merit)

1. Demonstration that objectives will achieve the goal.
2. Objectives and activities will result in the requested deliverable.

Methods and Design

1. Soundness of methods and the analytic and technical approach to addressing the stated aims of the proposed research that will result in a robust and usable typology.
2. Feasibility of proposed research.
3. Awareness of how to identify risks and best practices to combat those risks.
5. Demonstrated that the selected interdisciplinary team and organizations with expertise in a variety of perspectives will produce the final product.

Organizational Capacity and Record of Performance

1. Demonstrated past performance of prior recipients or demonstrated potential of new applicants.
2. Adequacy of proposed personnel and organization resources to achieve the project's goal.
3. Clear roles and responsibilities of primary staff.
4. Demonstrated strong knowledge and history of working effectively on human trafficking and supply chain issues.

Budget Detail and Cost Effectiveness

1. Budget supports the research design and methods.

Partnerships

1. Approach used to work with key stakeholders in the region.

PROPOSAL SUBMISSION INSTRUCTIONS AND DEADLINE

All proposals must be submitted via www.grantsolutions.gov **OR** www.grants.gov **by 5:00 p.m. Eastern Daylight Time (EDT) on DATE**. The TIP Office will **not** accept proposals submitted via email, fax, the postal system, delivery companies, couriers, or U.S. embassies. Applicants may submit more than one application; however, each application should be submitted only once.

Applicants are strongly encouraged to register with grantsolutions.gov or grants.gov and initiate electronic applications **early** in the application development process, and to submit before the due date or early on the due date. This will aid in addressing any problems with submissions prior to the application deadline. No exceptions will be made for applicants that have not completed the necessary steps to submit applications on www.grantsolutions.gov or www.grants.gov.

Applications Submitted Through www.grantsolutions.gov

Applicants are strongly encouraged to submit applications via www.grantsolutions.gov.

Applicants using www.grantsolutions.gov for the first time should register on the www.grantsolutions.gov site to create a New Applicant account as soon as possible. This process must be completed before an application can be submitted. To register with www.grantsolutions.gov, follow the “Register” link for first time users and complete the “Applicant Registration” application form. Applicants that have previously used www.grantsolutions.gov do not need to register again. If an organization that has previously used GrantSolutions.gov is not able to access the system, please contact Customer Support for help in gaining access: help@grantsolutions.gov or call 1-866-577-0771.

A valid Data Universal Numbering System (DUNS) number is not required for submission of an application on GrantSolutions.gov; however, a valid DUNS number is required should your application be selected for award.

Applicants should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform>.

Please apply for a registration with the System for Award Management (www.SAM.gov) when submitting an application. *Prior to July 2012, this functionality was handled by the Central Contractor Registration (CCR).* Applicants selected for foreign assistance funding will be required to have an active registration in SAM.gov. Although registration is not required prior to submitting an application via www.grantsolutions.gov, the TIP Office asks all interested applicants to register their organization at sam.gov as soon as possible to avoid any future delays. Applicants who have used SAM.gov previously should note that in order to maintain an active registration, users must log into their SAM.gov account at least once every 13 months (395 days). Applicants with inactive SAM.gov accounts should reactivate accounts when submitting an application.

Electronic applications submitted via www.grantsolutions.gov must contain the SF-424 online forms (completed) and the requested documents specified in the application kit. No additional documents should be uploaded. The preferred document formats are .doc or .docx. Applicants should wait until the upload shows the status as “Successful” before moving to the next part of the application kit.

Upon completion of a successful electronic application submission, the Grant Solutions system will provide the applicant with a confirmation page indicating the date and time (Eastern Daylight Time) of the electronic application submission as well as an official Application Number. This confirmation page will also provide a listing of all items that constitute the final application submission. Applicants should print this page for their records. In the case that the TIP Office does not receive an application by the deadline and the applicant believes that it has been successfully submitted, the applicant will be required to present this confirmation in order for the application to be considered.

For assistance with www.grantsolutions.gov please contact Customer Support at help@grantsolutions.gov or call 1-866-577-0771 (toll charges for international callers) or 1-202-401-5282. Customer Support is available 8 AM – 6 PM EDT, Monday – Friday, except federal holidays.

Applications Submitted Through www.grants.gov

Applicants who do not submit applications via www.grantsolutions.gov may submit via www.grants.gov.

A valid DUNS number and a SAM.gov registration are both required prior to submitting an application via www.grants.gov.

Applicants should verify that they have a DUNS number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a DUNS number can be found at <http://fedgov.dnb.com/webform>.

Please apply for a registration with SAM.gov as soon as possible. Applicants who are selected for foreign assistance funding will be required to have an active registration in sam.gov. Applicants who have used SAM.gov previously should note that in order to maintain an active registration, users should log into their SAM.gov account at least once every 13 months (395 days). Applicants with inactive accounts should reactivate their accounts when submitting an application. Instructions for registering with SAM.gov can be found at www.sam.gov. *Prior to July 2012, this functionality was handled by the Central Contractor Registration (CCR).* Instructions on how to register with SAM.gov are also available at: http://www.grants.gov/applicants/org_step2.jsp.

Electronic applications submitted via the www.grants.gov must contain the online SF-424 forms and the requested proposal documents. Upon completion of a successful electronic application submission on www.grants.gov, the applicant will receive an email confirmation that the application has been successfully submitted and is in the process of verification. The applicant will then receive another email confirming that the application has been verified. Both emails are provided by www.grants.gov to verify that an application was received. Applicants should print this page for their records. In the case that the TIP Office does not receive an application by the deadline and the applicant believes that it has been successfully submitted, the applicant will be required to present this confirmation in order for the application to be considered.

For assistance with www.grants.gov, please call the Contact Center at 1-800-518-4726 or email support@grants.gov. The Contact Center is available 24 hours a day, seven days a week, except federal holidays.

ADDITIONAL INFORMATION

Information on the U.S. government's international anti-trafficking efforts (annual TIP Reports and projects recently funded by the TIP Office) is available online at <http://www.state.gov/j/tip/>.

U.S. Government Trafficking in Persons Policy: The U.S. government defines trafficking in persons to include all of the conduct involved in reducing or holding someone in compelled service. Under the TVPA and consistent with the UN's Palermo Protocol, individuals may be trafficking victims regardless of whether they once consented, participated in a crime as a direct result of being trafficked, were transported into the exploitative situation, or were simply born into a state of servitude. Despite a term that seems to connote movement, at the heart of the phenomenon of trafficking in persons are the many forms of enslavement, not the activities involved in international transportation. The TIP Office will not support projects that will use alternate definitions of trafficking.

Anticipated Time of Award: The TIP Office intends to award grant funds to successful applicants no later than September 30, 2014.

Reporting and Monitoring Requirements: Applicants selected for an award must meet the following reporting and policy requirements:

1. **Reporting Requirements:** Grantees are required to submit quarterly program progress and financial reports at pre-determined intervals throughout the project period and final reports 90 days after the close of the project period. Access to funds may be suspended if reports are late or incomplete.
2. **Grant Monitoring:** The TIP Office monitors and evaluates all funded projects. Grantees should expect to have their programs visited and reviewed by a Grants and/or Program Officer. On-site reviews include assessment of program and administrative effectiveness. Some programs may be selected for independent evaluation, in addition to planned program monitoring.

Anti-Prostitution Policy and Requirements: The U.S. government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in

persons. Consistent with the TVPA, grantees may be required to agree to the following conditions prior to a grant being awarded:

1. None of the funds made available herein may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to combat trafficking in persons, including programs for prevention, protection of victims, and prosecution of traffickers and others who profit from trafficking in persons, by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked. The recipient shall insert this provision in all sub-agreements under this award.
2. An organization receiving funds for any program targeting victims of severe forms of trafficking must affirmatively state one of the following conditions, and shall also insert one of these provisions in all sub-agreements under an award. Either:

- “That it does not promote, support, or advocate the legalization or practice of prostitution and will not promote, support, or advocate the legalization or the practice of prostitution during the term of this grant.”

Or:

- “That it has no policy on prostitution and will remain neutral during the term of this grant.”

Executive Order 13627 – Strengthening Protections Against Trafficking in Persons in Federal Contracts: Any applicant’s hiring process must be consistent with the U.S. government’s position on preventing human trafficking among federal contractors, specifically:

- The Executive Order expressly prohibits federal contractors, subcontractors, and their employees from engaging in certain trafficking-related practices, such as misleading or fraudulent recruitment practices; charging employees recruitment fees; and destroying or confiscating an employee’s identity documents, such as a passport or a driver’s license.

U.S. National Action Plan on Women, Peace, and Security: Applicants are encouraged to review the goals of the U.S. National Action Plan on Women, Peace, and Security for their relevance to applications. In

particular, Outcome 3.3 of the Plan provides guidance on efforts to combat trafficking:

- “Engage with international and/or civil society organizations to ensure that standard operational procedures are in place to prevent human trafficking, especially among refugees and internally displaced persons (IDPs), including appropriate assistance and procedures for unaccompanied minors, to identify potential trafficked persons, and to refer survivors to appropriate service providers. As appropriate, provide support to international and civil society organizations to set up emergency care services for trafficking survivors.”

And:

- “Promote establishment of local coalitions or taskforces comprised of relevant government authorities and civil society organizations to combat human trafficking as part of the justice reform measures in post-conflict areas.”

U.S. Department of State Policy on Disabilities: The United States Government has made a commitment to protect and advance human rights and fundamental freedoms for all people, including persons with disabilities. To that end, President Obama signed the Convention on the Rights of Persons with Disabilities (CRPD) on July 30, 2009, to ensure that every person living with a disability can benefit from the same access and protections, in the United States and abroad.

U.S. Department of State Policy on Lesbian, Gay, Bisexual, and Transgendered Individuals: In preparing applications, applicants are reminded that the Department’s priorities for advancing lesbian, gay, bisexual, and transgender (LGBT) equality abroad are to eliminate violence and discrimination based on sexual orientation, gender identity, and gender expression. Advancing the human rights of LGBT people, as with our support for other marginalized or vulnerable people, complements and reinforces other U.S. foreign policy priorities, including strengthening civil society, promoting the rule of law, supporting gender equality and advancing the status of women and girls, protecting refugees and asylum seekers, and furthering anti-trafficking efforts, among others. Due to these intersections, violations or abuses of the human rights of LGBT people often also have negative implications for other U.S. foreign policy priorities.

Standard Terms and Conditions: Please review the U.S. Department of State's Standard Terms and Conditions for Federal Assistance Awards, included in the links below:

http://fa.statebuy.state.gov/Content/documents/Standard_Domestic_Terms_and_Conditions.pdf

http://fa.statebuy.state.gov/Content/documents/Overseas_TandC.pdf

CONTACT INFORMATION

Please direct questions about the requirements of this solicitation to Chelsea Lord at LordC@state.gov.

For assistance with GrantSolutions.gov please contact Customer Support at help@grantsolutions.gov or call 1-866-577-0771 (toll charges for international callers) or 1-202-401-5282. Customer Support is available 8 AM – 6 PM EDT, Monday – Friday, except federal holidays.

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GLOSSARY

The TIP Office is aware that there are many definitions for the key terms used in research, project planning and implementation. For consistency, the TIP Office asks that applicants for this solicitation use the following definition of terms:

Goal – A broad statement of what the project hopes to accomplish (the changes it expects to produce) and who will benefit.

Objective – A statement of an achievable outcome of the project that supports the accomplishment of a goal and can be measured against benchmarks throughout the project period. Well-worded objectives are detailed, contain clear statements that lead to the activity expected, and are “SMART,” (i.e., Specific, Measurable, Attainable, Realistic, and Time-Framed). Activities should be linked to the achievement of specific objectives (see Logic Model Template).

Supply chain – Production of goods and services from the initial phases forward, including but not limited to mining, agriculture, fishing, logging, oil/gas, and cattle herding.

Typology – A system used for putting things into groups according to how they are similar: the study of how things can be divided into different types.